



### Job Description

<u>Job title:</u>	Depot Intern	<u>Contract type:</u>	Temporary - 6 months initial term
<u>Salary:</u>	£20,000 pa pro rata	<u>Start date:</u>	As soon as possible
<u>Location:</u>	Park Royal (W3 0TJ) or Enfield (EN1 1SH)		
<u>Hours of work:</u>	37.5 hours/week. Flexible timings. Up to 5 days, Monday to Sunday – depending on location/role.		

### The Felix Project

The Felix Project is a charity that works with food suppliers and charities to reduce food waste and food poverty. We collect food from supermarkets, wholesalers and other food suppliers – food that is fresh and nutritious, but cannot be sold for various reasons. We then deliver that food free of charge to a range of charities across London who provide meals, snacks or food parcels for their clients, who include the elderly, the homeless, those with mental health issues, refugees and asylum seekers and families and children. We simply want to see good food go to good causes.

### Helping Young People

The Felix Project have been provided with funding to support young people who have found it difficult to get into the workplace. We have created the new role of Depot Intern, for young people who have been seeking employment for at least 6 months, to provide work experience and gain new skills and confidence that can be transferred into further employment opportunities.

### The Role

To help us with our operations at Park Royal and Enfield depot we are seeking Depot Interns with exceptional organisation skills, attention to detail and a positive 'can do' attitude! The role is subject to a degree of flexibility, but initially the Depot Intern will be involved with the following activities:

- Going out on the food delivery/collection routes, driving or co-driving
- Organising and sorting food deliveries in the depot
- Greet, meet and train new volunteers
- Database management - maintaining the charity, supplier and volunteer databases
- Assistant in the organisation of events
- Making/receiving phone calls, answering emails
- Other general office support (filing, cross-checking files)
- Supporting us with other projects as they occur

### Essential Criteria

- ✓ Over 18 and under 30 years old
- ✓ Currently unemployed **and** actively seeking employment for at least 6 months
- ✓ Ability and willingness to work in a busy environment
- ✓ Ability to work within a team of varied individuals
- ✓ Meticulous organisation skills and attention to detail
- ✓ Excellent communication skills
- ✓ Intermediate IT skills (Microsoft Office including Outlook and Excel)
- ✓ Proficient in cloud-computing (google applications and Dropbox)
- ✓ Willingness to engage in light to medium physical work as part of your daily job

### Desirable Criteria

- ✓ Flexibility in terms of working hours and/or location
- ✓ Full UK Driving Licence (with no more than 6 points) held for at least 1 year – over 21 for insurance purposes
- ✓ Confident to drive one of our vans
- ✓ Database experience
- ✓ Advanced IT skills
- ✓ Committed to reducing food waste, food poverty

### Application procedure

Please send your CV with a covering letter demonstrating your suitability for the role to [recruitment@thefelixproject.org](mailto:recruitment@thefelixproject.org) with 'Depot Intern' in the subject. We are looking for an immediate start.